

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-07.A

Subject:

DATE: 10/04/91

Sunset Review:

SPACE ASSIGNMENT AND UTILIZATION

1. PURPOSE. This directive establishes guidance for the assignment and utilization of space at the Federal Law Enforcement Training Center (FLETC) and promulgates an inventory of buildings and space.

2. SCOPE. This directive applies to all buildings and space assigned for FLETC, Participating Organization, or contractor activities at the Glynco, GA; Artesia, NM; and Marana, AZ facilities. Specific procedures and responsibilities may differ according to facility needs or location. Such procedures and responsibilities can be found in specified portions of this directive.

3. CANCELLATION. FLETC Directive No. 70-07.A, Space Assignment and Utilization, dated July 8, 1988 is superseded by this revision.

4. POLICY. The following policy is designed to ensure the most efficient use of facilities.

a. Assignments will be made on a case-by-case basis. Requirements for space will be coordinated with the appropriate Office Director (Glynco or Artesia/Marana) by memorandum. Assignments will be made in accordance with the Work Station Standards for pay plans/grades as provided in Attachment 1.

b. Space requirements to support basic law enforcement training will receive the highest priority.

c. "Pooling" of space to meet common needs (e.g., a visiting instructor office pool area) may be created in an existing office building when space limitations indicate the need.

5. RESPONSIBILITIES.

a. Glynco

(1) The Director, Office of Administration (ADM) is the approval authority for all space and building assignments at Glynco.

(2) The Chief, Facilities Management Division (FAC) is the central point of contact for space assignment and utilization of buildings at Glynco. The Chief, FAC will:

(a) ensure that no one occupies buildings or grounds without proper authorization from the Director, ADM. This authorization is obtained by submitting a memorandum to the Director, ADM (Attachment 2).

(b) conduct a review, on a continuing basis, of all space assignments to ensure efficient utilization of FLETC facilities;

(c) maintain a current inventory of FLETC buildings and space assignments (Attachment 3); and

(d) ensure a continuing program of inspection and appropriate follow-up action to ensure the proper maintenance of buildings and grounds.

b. Artesia and Marana

(1) The Director, Office of Artesia and Marana Operations (OAMO) is the approval authority for all space and building assignments at the Artesia and Marana facilities. The Director, OAMO will provide to the Chief, FAC information concerning the inventory of building and space assignments at the Artesia and Marana facilities for incorporation into periodic reports.

(2) The Facilities Manager, OAMO is the central point of contact for the assignment and utilization of buildings at the Artesia and Marana facilities. The Facilities Manager will:

(a) ensure that no one occupies buildings or grounds without proper authorization from the Director, OAMO;

(b) conduct a review, on a continuing basis, of all space assignments to ensure efficient utilization of FLETC facilities;

(c) maintain a current inventory of FLETC buildings and space assignments and provide same to the Chief, FAC at Glynco (Attachments 4 & 5); and

(d) ensure a continuing program of inspection and appropriate follow-up action to ensure the proper maintenance of buildings and grounds.

c. Office Directors, Participating Organization Representatives, and Contractor Representatives will:

- (1) advise the Chief, FAC (Glynco) or the Facilities Manager (OAMO), as appropriate, during early planning stages of increases or decreases to staff, operations, etc., which affect space requirements;
- (2) ensure that approvals are obtained from the Director, ADM or the Director, OAMO prior to occupying any space or buildings on the facilities;
- (3) ensure that all employees practice both energy conservation and good housekeeping procedures, and also enforce safety rules and regulations applicable to their assigned space;
- (4) provide immediate notification to the Chief, FAC (Glynco) or the Facilities Manager (OAMO), as appropriate, when space is vacated or no longer required; and
- (5) ensure that all keys are returned to Security and Safety Division (Glynco) or the Facilities Manager (OAMO), as appropriate, after vacating an assigned space.

7. OFFICE OF PRIMARY INTEREST. Facilities Management Division, Office of Administration.

Charles F. Rinkevich
Director

Attachments (5)

Note: Attachments 2-5 are forms; they are available from Facilities Division

WORK STATION STANDARDS

9/12/91

<u>GRADE</u>	<u>WORK STATION SQUARE FEET</u>	<u>FINISHES</u>			
		<u>FLOOR</u>	<u>WALLS</u>	<u>TRIM</u>	<u>DOORS</u>
GS-1-6	60	Concrete, Vinyl, Carpet, as appropriate for work	Paint base wood or metal as appropriate for Bldg.	Vinyl flush	Painted
GS-7-11 (non-supervisory)	75	"	"	"	"
GS-7-11 (supervisory)	100	"	"	"	"
GS-12-13 & GM-13 (non-supervisory)	100	"	"	"	"
GS-12 & GM-13 (supervisory)	150	Carpet squares	Wall Covering	"	"
GM-14-15 (non-supervisory)	150	"	"	"	"
GM-14-15 (supervisory)	225	"	"	Molding flush	Stained doors
GM-16 & above/SES	300	"	"	Wood molding	Decorative as re- quested (stained or painted)

NOTES

1. All new buildings and major renovations in existing buildings shall be designed to average 135 square feet or less per workstation including supplemental space requirements. This will require a downward adjustment of the work station square footage shown in the table.

2. Modular furniture and office landscaping will be implemented in all future renovations to improve office flexibility at a reduced cost. Work station square footage will be reduced appropriately in landscaped office areas.

3. The standards outlined above will be applied when renovation/repair is performed on existing individual work stations and when the work is not part of a larger project to renovate/repair major portions or areas of a building. If work is being performed as a part of new construction or a major renovation, enhancements to the standards noted above may be authorized in order to provide uniform building appearance, allow utilization of new technology, and to reduce life cycle maintenance costs. Requests for enhancements will be justified in writing and submitted to the Director for approval before the work request is accepted. On-site Participating Organization Representatives shall certify that requests for enhancements to the standards for space assigned to the Participating Organizations has been approved by the appropriate agency headquarters, before submission for the Director's approval.

4. To reduce administrative and construction costs, renovation projects will generally be scheduled to include the entire building or at least a complete section of a building.

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